



# 2013 ANNUAL REPORT OF THE LEESBURG PLANNING COMMISSION

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## INTRODUCTION

The Planning Commission is pleased to offer its 2013 Annual Report to the members of the Town Council. Pursuant to Section 16-3(6) (g) of the Town Zoning Ordinance, the Leesburg Planning Commission is required to make an Annual Report to the Town Council.

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## MEMBERSHIP AND STAFF CHANGES

In January, Doris Kidder was elected Chair of the Planning Commission, Earl Hoovler was elected Vice Chair and Brett Burk continued as Parliamentarian.

Following the expiration of her term, Betsy Mayr left the Planning Commission and Milton Herd was appointed in her place.

After the resignation of Tracey Shiflett, Brandon White was hired as the Assistant Zoning Administrator in early December.

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## ZONING CASES

The Planning Commission held 21 meetings in total during the 2013 Calendar year.

The Commission heard 13 special exception cases, 2 rezoning and or/concept plan/proffer amendments and 5 Town Plan and Zoning Ordinance Amendments.

The number of cases reviewed this past year is generally consistent with the number of cases reviewed by the Commission in each of the past four years. Data for the past four years shows that the Planning Commission has reviewed and made decisions on 82% of these cases in one meeting.

Four cases (involving multiple applications) were carried over to additional meetings. These included:

- Allman/Standfield Rezoning and Comprehensive Plan Amendment in 2011. (50 days; 3 meetings)
- Courthouse Square Special Exception in 2012 (55 days; 3 meetings)
- Crescent Place Concept Plan Amendment in Fall 2013 (64 days; 4 meetings)
- Lowe's Rezoning, Special Exceptions & Comprehensive Plan Amendment in 2013 (64 days; 5 meetings)

For each of these four applications, the number of days taken to review the applications is well within the time specified in the Zoning Ordinance which allows a maximum period of 100 days. In each case, deliberations resulted in improved planning consistent with the goals and objectives of the Town Plan.

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## OTHER WORK SESSION ITEMS



Tree workshop—Staff from Planning & Zoning, Plan Review, Parks & Recreation, Public Works, Town Attorney and Capital Projects provided a briefing on: enabling legislation pertaining to trees, regulation and maintenance practices for trees in Town, capital projects involving trees, tree placement in the Town and comparison of tree regulations in other communities. The Planning Commission invited the Tree Commission to participate in the discussion on the information at the work session.

Bill Ference from the Department of Parks & Recreation provided a follow-up briefing to the Commission on various tree topics that were discussed at the workshop.

Work Session on Vehicle Storage—The Planning Commission invited the Economic Development Commission to join them in a work session to discuss issues related to off-site vehicle storage by car dealers. This was in conjunction with a zoning ordinance amendment to discuss possible re-visions to the Zoning Ordinance to allow off-site storage of new automobiles. Both the Planning Commission and Economic Development Commission agreed that draft revisions to the ordinance were not advisable for an assortment of reasons, including environmental concerns, and recommended as such to the Town Council.

JLMA Development Proposals—Planning Commissioners reviewed active land development applications for which referrals were requested from the Town by Loudoun County. These applications included Crosstrail, Tuscarora Crossing and the Goose Creek residential and hotel/office development with golf course.

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## CAPITAL IMPROVEMENTS PROGRAM



At its February 7th meeting, the Planning Commission held a public hearing on the CIP for 2014-2019. The Commission moved to forward the CIP on to the Town Council with a recommendation of approval subject to the following changes:

- To put the Tuscarora Creek flood mitigation item on hold;
- To move the Potomac Crossing recreation improvements earlier in the CIP;
- To recommend that the Council consider the police renovation be done in phases; and
- To move the Linden Hill project to a future capital project.

On February 16th the Planning Commission asked the Capital Projects Management Director to identify the relationship between the Town Plan Action Program and the CIP. In November, following meetings and work sessions by the Planning Commission, the Capital Projects Management Director reiterated a new approach to the projects, emphasizing the importance of using the Town Plan Action Program as a guide to including the following objectives in consideration:

- Health
- Safety
- Welfare
- Congestion
- Traffic safety to include pedestrian and bicycle safety
- Economic investment and development
- Affordability
- Town Plan goals and objectives

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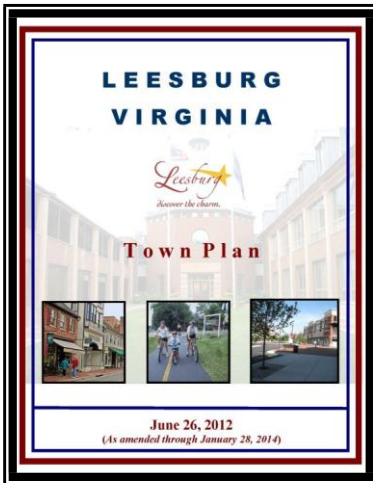
## PLANNING COMMISSION RETREAT

The annual retreat was held in February. Agenda topics included:

- Department of Planning & Zoning Work Plan for 2013.
  - Overview of Land Development Review Process Improvements
  - Capital Improvements Program— Summary of Review Criteria Staff provided an overview of how CIP projects get on Future and Priority lists as well as how decisions are made to move projects into the CIP. Examples of decision criteria from other jurisdictions were discussed.
  - Improving Communication Ideas were discussed on how to improve communications between Planning Commission members and other Boards and Commissions. In 2013, the Planning Commission reached out to other Boards and Commissions to participate in relevant topic work sessions and that a summary of the retreat would be helpful to keep track of retreat topics and actions.
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## TOWN PLAN ACTION PROGRAM UPDATE



items: The Town Plan Action Program was finalized by the Planning Commission in April 2013 and listed the following eight priority items:

- Ordinance amendments to incorporate Low Impact Development practices as a means of helping with new state mandates for Total Management Daily Loads. (EAC)
- Zoning Ordinance revisions to address floodplain management. (Staff)
- Protocol for managing open space areas in conjunction with passive park areas in the Town's parks and recreation system. (Parks & Recreation Commission)

- H-2 Guidelines—amend, repeal or revise the guidelines considering H-2 Committee's recommendations. (Council, BAR, staff)
- Develop a small area plan for the East Market Street Corridor area outside the bypass. (Staff)
- Develop a Town Preservation Plan for Historic Resources. (BAR)
- Evaluate methodologies for apportioning offsite transportation costs and update Town Plan Appendix B. (Staff)
- Adopt criteria to apply to potential projects under consideration for the Capital Improvements Program. (PC)
- Consider a 'no net loss' regulation for tree maintenance on private property. (Tree Commission)

The Town Council reviewed and adopted the Action Program in September and gave direction for focus on four priority items for the next 2 years:

- Floodplain Ordinance Updates.
- Incorporation of Low Impact Development measures in the Zoning Ordinance and DCSM.
- Update of the H-2 Guidelines (or replacement with some other form of design review). During discussion on this item, Council Members believed that it made sense to combine this with work on a small area plan for the East Market Street Corridor. The small area plan will become a companion planning document in the Town Plan much like the Crescent District Master Plan.
- Develop CIP Criteria.

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## CASE DETAILS FOR 2013

### SPECIAL EXCEPTION CASES

Oaklawn Gas Station	Meena's Home Daycare
Home Depot Outdoor Storage	Simran Home Daycare
Soto Home Daycare	Owais Home Daycare
Pinky Home Daycare	Eva's Home Daycare
Lowe's Bank with Drive Through	Lowe's Restaurant with Drive Through
Lowe's Building Materials with Outdoor Storage	Lowe's Vehicle Rental
My Dog's Daycare	

### REZONING AND/OR CONCEPT PLAN/PROFFER AMENDMENTS

Crescent Place	Lowe's Proffer Amendment
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### TOWN PLAN AND ZONING ORDINANCE AMENDMENTS

Uses in Neighborhood Retail Convenience Center in a PRN district	Child Care Facilities—change of regulations
Lowe's Town Plan Amendment	Microbrewery Allowance in B-1, B-2, B-3 and B-4
Eliminating Special Exception Requirement in the Floodplain for Utilities, etc.	

### COMMISSION PERMIT REVIEWS

Loudoun Water raw water line
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### SUBDIVISION

Village at Leesburg street naming plat
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## A LOOK AHEAD FOR 2014

- The Planning Commission will be addressing land development applications as they work through the review process. At this point, active applications that are anticipated to get to the Planning Commission in 2014 include, but will not be limited to:
  - Panera Bread Drive-Thru
  - MacDowell Brew Kitchen
  - Chesterfield Townhouse concept plan amendment
  - Somerset—conversion of commercial to residential use in Tavistock
  - Leegate
  - Crescent Parke
  - Potomac Station, new residential and commercial
- The Planning Commission will work on various Zoning Ordinance amendments as required. Amendments that will be reviewed by the PC include:
  - Morven Park District
  - Use of tents for business expansion in the downtown
  - Floodplain Ordinance updates
  - Revisions to address LID objectives
- Staff will bring forward the annual Zoning Ordinance batch in the fall for Planning Commission review.
- The annual Planning Commission Retreat will be scheduled in February or March.
- Lastly, the Planning Commission will be involved in the project for the H-2 Guidelines update/ revision and the East Market Street Small Area Plan. Staff will begin preparing to undertake this project in the spring. The Planning Commission will be involved in this project most likely during the summer and fall months.

Doris Kidder, Chair

Earl Hoovler, Vice Chair

Brett Burk, Parliamentarian

Ad Barnes

Peggy Coleman

Mary Harper

Milton Herd

Kristen Umstattd, Council Representative

### **Planning & Zoning Staff Liaisons**

Susan Berry-Hill, Director of Planning & Zoning

Linda DeFranco, Clerk of the Planning Commission

